

NOTES

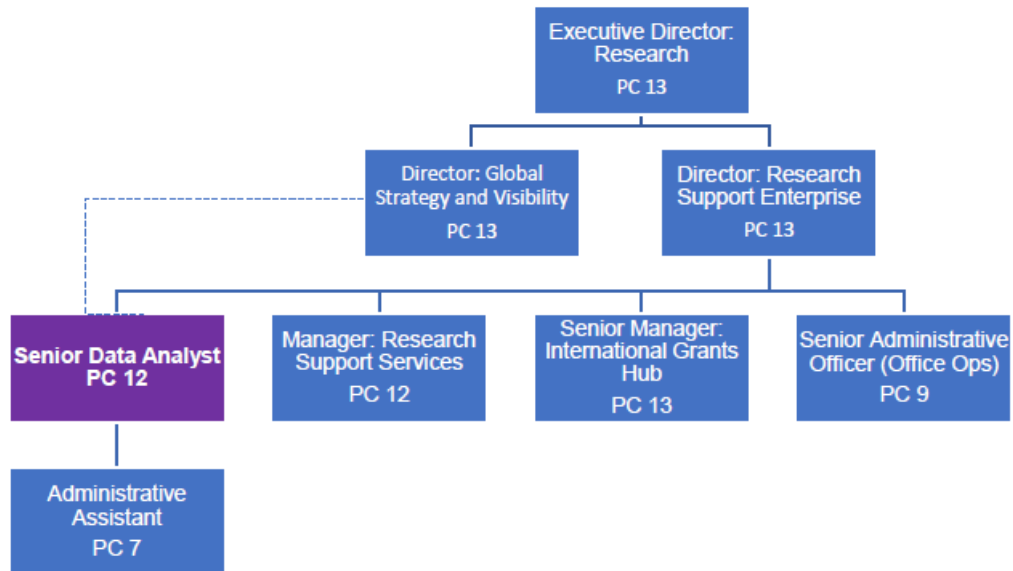
- Forms must be downloaded from the UCT website: <http://www.uct.ac.za/depts/sapweb/forms/forms.htm>
- This form serves as a template for the writing of job descriptions.
- A copy of this form is kept by the line manager and the job holder.

POSITION DETAILS

Position title	Senior Data Analyst
Job title (HR Practitioner to provide)	Chief Research Support Specialist
Job grade (if known)	PC12
Academic faculty / PASS department	
Academic department / PASS unit	Research Office
Division / section	Research Internationalisation and Visibility
Date of compilation	August 2015

ORGANOGRAM

(Adjust as necessary. Include line manager, line manager's manager, all subordinates and colleagues. Include job grades)



PURPOSE

An integral part of the expert hub on research internationalisation and visibility within the Research Office, the main purposes of this position are to proactively:

- formulate informed and appropriate research-specific analytical questions;
- perform the required analyses and produce reports, insights and recommendations that have a direct effect on institutional strategy and operations;
- help drive research internationalisation and the high impact and visibility of UCT's research;
- monitor the efficacy and efficiency of its research management functions, the research income it can generate, its web presence, reputation and the advancement of strategic research collaboration.

JOB CONTENT

Key performance areas (4 – 6) (What)		% of time spent	Activities / Objectives / Tasks (How)	Results / Outcomes (Why)
1	Strategic support and reporting / Monitoring, evaluation and reporting / reporting and trends analysis	50%	<p>Taking responsibility for the provision of strategic data and research information that will help support UCT's research internationalisation mandate, including the high impact and visibility of its research. This includes:</p> <ul style="list-style-type: none"> • Proactively formulating informed and appropriate research-specific analytical questions. • Performing analyses and producing reports, insights and recommendations that have a direct effect on institutional strategy and operations, and the identification of future research needs and priorities. • Adopting a structured process to listen to, understand and document research-related data requirements from the Research Executive. • Identifying and preparing data content for the Executive for seminars, forums and public communications and presentations. • Frequent communication and presentation of complex technical information in a variety of formats (written and oral) in relation to research information at the University, trends over time, institutional and departmental benchmarking to inform planning and decision making at a strategic level. • Working collaboratively with the Research Office and other related departments to analyse data reporting specifications and design reports using report writing tools and other data reporting methods. 	<ul style="list-style-type: none"> • Data that is synthesized into clear, relevant and visually appealing material that can be used by management to make strategic decisions. • Monitoring the efficacy and efficiency of UCT's research management functions, the research income it can generate, its web presence, reputation and the advancement of strategic research collaboration. • Analysis of data to determine potential risk exposure. • Research is adequately and accurately represented at internal and external fora. • Provision of the necessary information to the Institutional leadership to guide research-related strategic decisions. • Provision of the necessary information to the Communication and Marketing team to guide research-related publicity and marketing. • Competitive research reporting standards nationally and globally.
2	Data collection, analysis and interpretation	25%	<p>Collecting, analysing, interpreting and summarising research data in order to provide analytical and narrative reports and recommendations on both a recurring and as-needed basis. This includes:</p> <ul style="list-style-type: none"> • Drawing on data sources and systems (e.g. SciVal, inCites, UCT's eRA system) and working with existing entities (e.g. Centre of Excellence in 	<ul style="list-style-type: none"> • Availability of accurate and up-to-date information regarding research-related data. • Expert input into data-related activities and queries from across the Research Office, including the Research Helpdesk.

			<p>Scientometrics) to provide strategic information and reports to the Executive.</p> <ul style="list-style-type: none"> • Drawing on the involvement of staff from within the cluster, as required, to perform data analysis projects. • Providing input and advice with the annual collection of UCT research output data, by working closely with the eRA system and team. • Liaising with staff across the Research Office, including the Research Helpdesk, to address data analysis requests. • Designing and updating dashboards for the collection, tracking and reporting of research data, in conjunction with the eRA system. 	<ul style="list-style-type: none"> • Up-to-date dashboards. • Provision of the necessary information to the researchers and research support staff to assist in their applications for evaluation or funding.
3	Internal and external relations and communication	10%	<ul style="list-style-type: none"> • Work closely with management to prioritise the research information requirements. • Challenge management in their thinking, especially to understand the intent of the research requirements. • Develop close working relationship with other research related departments and clusters. • Liaise with Research Office management to understand regular Institutional data requirements and guide the development of requirements for project and dashboard design, including the use of Research Help Desk staff as required. • Act on behalf of leadership and stakeholders as required as the representative of research related data and statistics. • Participate at events or serve on committees to represent data knowledge outputs as deputized by the Director or DVC Research. • Become the key point person for all Institutional research data. • Responsible for setting up structures to train faculty or Libraries staff on how to provide bibliometric and other research data services to individual researchers or faculty management. 	<ul style="list-style-type: none"> • Development of close working relations between research-related areas of the University. • Be the champion of research data requirements and developments. • Trained staff in faculties who provide direct assistance.

4	Drive continuous improvement	5%	<ul style="list-style-type: none"> • Staying abreast of technology, trends and good practice in analysis and reporting at other institutions within Africa and globally. • Engaging with other major role players in the development of data reporting nationally and internationally. • Researching best practices in data mining in higher education. • Playing an ongoing role in the UCT's eRA system. 	<ul style="list-style-type: none"> • UCT becomes a leader in the field of research data analysis and reporting.
5	Resource Management: Staff	5%	<ul style="list-style-type: none"> • Overseeing administrative and ad hoc staff as required. • Contributing to the job objective setting with staff. • Contributing to the performance management and assessment of staff. 	<ul style="list-style-type: none"> • Staff members understand their roles, responsibilities and objectives. • Staff members' performance are assessed regularly and feedback provided.
6	Transformation	5%	Contributing to the university's transformation plan and objectives through participation in the working community of the Research Office, and through the performance of research administration services.	

MINIMUM REQUIREMENTS

Minimum qualifications	Master's degree (NQF Level 9) in a relevant field with a quantitative bias.
Minimum experience (type and years)	<p>Minimum 7 years of professional experience in reporting, data analysis and data visualisaiton,.</p> <p>In-depth knowledge of the higher education research sector</p> <p>Proficiency in statistical data analysis tools (e.g. Python, R, Excel, SQL).</p> <p>Familiarity with business intelligence tools (e.g. SAP Business Objects, Business Intelligence, Microsoft PowerBI, Tableau).</p> <p>Solid understanding of statistical concepts and data modeling techniques</p> <p>Strong analytical and problem-solving skills with the ability to collect, organise, analyse and disseminate significant amounts of data and information with attention to detail and accuracy</p> <p>Excellent communication skills with the ability to present complex data in a clear and understandable manner. Ability to work effectively in a collaborative team environment and maintain effective work relationships. Ability to work independently, exercise good judgement and discretion, and manage multiple priorities accordingly to meet deadlines</p> <p>Excellent verbal and written communication skills to effectively interact with staff through to Executive levels. Attention to detail and a commitment to accuracy in data analysis and reporting.</p> <p>Advantages: Master's degree in Data Science, Mathematics, Economics, Computer Science, Information Management, Statistics</p>

COMPETENCIES

Competence	Level	Competence	Level
Project Management, Microsoft Excel, SQL queries, Business and report writing skills	3	Knowledge in forms design and procedures development.	3
Strong analytical skills with the ability to collect, organize, analyse and disseminate significant amounts of information with attention to detail and accuracy	3	Skill in presenting and facilitating group meetings	3
Knowledge of higher education administrative systems and related business principles	3	Ability to effectively communicate.	3
Knowledge of automated and manual management information system design.	3		